

SOLICITATION INFORMATION

08/26/02

LOI #B01394

**TITLE: A&E SERVICES – DESIGN OF MODERN 16 BED
FACILITY RESIDENTIAL FACILITY – MHRH
DIVISION OF SUBSTANCE ABUSE**

OPENING DATE AND TIME: 9/23/2002 – 2:30 PM

SITE CONFERENCE: YES DATE: Monday - 9/09/2002 TIME: 10:30 AM

MANDATORY :NO

**LOCATION: Department of Mental Health, Retardation & Hospitals, Facilities & Maintenance,
19 Foster Rd., Cranston, RI**

**AGENCY CONTACT: Steve Denoyelle Phone: (401) 462-3037
Administrator of Program Management**

SURETY REQUIRED: NO

BOND REQUIRED: NO

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us. to be able to download a Bidder Certification Cover
Form which must accompany each offer.**

NOTE TO VENDORS:

**Offers received without the entire completed three-page Bidder
Certification Cover Form attached may result in offer disqualification.**

**Peter S. Corr
Associate Director/Purchasing Agent**

Solicit.doc

NOTICE

THERE MAY BE ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE **VENDOR'S RESPONSIBILITY** TO **CHECK** AND **DOWNLOAD** ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **B01361A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID **B01361**. **B01361A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.
YOU MUST CLICK ON **ALL** OF THESE LISTINGS TO GET THE **COMPLETE** PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

STATE OF RHODE ISLAND
AND PROVIDENCE PLANTATIONS

INVITATION FOR LETTERS OF INTEREST
ARCHITECTURAL/ENGINEERING SERVICES
LOI NO. B01394

Letters of Interest are hereby solicited by the Architectural/Engineering/Consultant Services Selection Committee on behalf of the Rhode Island Department of Mental Health, Retardation and Hospitals/Division of Behavioral Health-Substance Abuse and must be received at the Division of Purchases, One Capitol Hill, Providence, R.I., 02908-5855, ATTN: Mr. Peter S. Corr, Associate Director/Purchasing Agent on or before **Monday, September 23, 2002 at 2:30 p.m.** for Architectural/Engineering services for the design of a modern treatment and residential facility for females. The proposed location of this new 16-bed facility is on State-owned land contiguous to the SSTARBIRTH facility located at 80 East Street in Cranston. The new facility will provide individual and group treatment rooms, individual and mother/child residential rooms, complete bath/shower facilities, meal preparation and dining facilities and administrative offices.

REQUIREMENTS FOR THE PROPOSED PROJECT ARE: Provide a survey of existing site conditions, complete Pre-Design, Schematic Design, Design Development and Construction Document Phase services, produce computer generated bid plans and documents (CAD), assist in bid analysis, provide construction oversight, produce "as-built" drawings and manage project through project close-out to include post-construction services to insure proper commissioning of the building and systems.

Scope of work for this project may be obtained through internet access to the Rhode Island Division of Purchases Home Page at <http://www.purchasing.state.ri.us> or may be picked up in person at the Department of Administration, Division of Purchases, One Capitol Hill, 2nd Floor, Providence, R.I., between the hours of 8:30 a.m. and 3:30 p.m. Monday through Friday. **Respondents are advised that they must download and submit the three page Bidder Certification Cover Form with their submittal.**

Letters of Interest consisting of an original and five (5) copies should include Standard Forms 254 and 255, as well as other details including personnel, experience, and qualifications data are required. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; and the submittal of a formal work plan.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island, in order to be qualified to respond to this solicitation, must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Law, Section 5-1-7.

A site conference will be held at:

Date: Monday, September 9, 2002

Time: 10:30 a.m.

Place: Department of Mental Health, Retardation & Hospitals, Facilities and Maintenance, 19 Foster Rd., Cranston, RI

Agency Contact Person: Steve Denoyelle, Administrator of Program Management
Phone: (401) 462-3047

Individuals requesting services for the hearing impaired must notify 48 hours in advance of the conference date at 401-254-1345.

Peter S. Corr

Chairman

Architectural/Engineering/Consultant Services Selection Committee

SCOPE OF WORK
For:
Architectural and Engineering Design Services
Development of a 16 Bed Female Residential Facility
MHRH Division of Substance Abuse
Cranston, RI

August 2002

BACKGROUND:

The RI Department of Mental Health, Retardation and Hospitals (MHRH), Division of Behavioral Health - Substance Abuse is interested in developing a modern treatment and residential facility. The new facility will allow for the relocation of services from the current, rundown Eastman House on Pontiac Avenue, Cranston. The proposed location of the new 16 bed female treatment and residential facility is on land owned by the State of Rhode Island on East Street in Cranston. Subject parcel is contiguous to the SSTARBIRTH facility that is located at 80 East Street in Cranston, RI.

This facility for females will provide individual and group treatment rooms, individual and mother/child residential rooms, complete bath/shower facilities, meal preparation and dining facilities and administrative offices. The mother/child residential rooms will allow for a limited number of children to be housed with their mother while the parent is a resident of the program.

The Architect will survey and assess the proposed site to determine the feasibility of incorporating an additional facility on this site. This facility will be completely self-sufficient and have no reliance on the existing SSTARBITH facility utilities. The Architect will oversee the preparation of a property survey showing boundaries, utilities and grades.

All contract drawings will be prepared using Autocad and the AIA format for layering. After construction is complete the Architect will incorporate any changes into the contract documents and provide two hard copies and two copies on compact disc (cd). The recordable discs shall contain both the updated drawings and technical specifications.

AUTHORITY:

The RI Department of Mental Health, Retardation and Hospitals, (MHRH), Division of Behavioral Health - Substance Abuse and Facilities and Maintenance will administer this project. Divisional representatives will review all design work. As the owner, MHRH will fund and administer the project.

SCOPE OF SERVICES:

The Architect will work under the management of MHRH and will be charged with providing complete architectural and engineering services for the project. The preliminary design will require direct interaction with the Division of Behavioral Health - Substance Abuse to determine program requirements and will result in the development of a budget and identification of construction phasing.

A partial list of specific services required includes the following:

1. Prepare a survey of existing site conditions and determine the feasibility of utilizing the proposed site.
If the proposed site is found to be acceptable:
1. Prepare documents, progress cost estimates, and presentation materials as appropriate, to satisfy the Department's and code officials requirements, at the completion of each of three phases.
 - a. Pre-design and Schematic Design Phase.
 - b. Design Development Phase.
 - c. Construction Document Phase.
2. Produce Construction Document text and drawings by computer.
3. Provide Bidding Phase services to include, convening a Pre-Bid Conference, preparing addenda as needed, and assisting the owner review bids leading to a contract award.
4. Provide Construction Phase services to include:
 - a. Review and approval of the Contractor's construction schedule, schedule of values and fabricators shop drawings.
 - b. Submittals review.
 - c. General Contract supervision and administration.
 - d. Periodic site visits, documented by field reports (at least weekly).
 - e. Progress meeting attendance.
 - f. Contract payment application review and approval
 - g. Maintenance of complete project record documentation.
 - h. Develop and review final punch list.
 - i. Supervision of contract project closeout procedures.
5. Submit to MHRH, at project completion, complete "As Built" documents. Submit Project Manual and contract drawings in both hard copy format and on CD compact disc to contain "as built" construction documents. Drawing material stored on electronic media must be compatible with Autocad.
6. Provide post construction services to insure proper commissioning of the building and systems.
7. Some basic design criteria include, but not limited to, the following:
 - a. 16 bed female residential facility
 - b. Potential for some residents to have their dependent children with them
 - c. Full kitchen with "commercial type" appliances and cabinets and tables.
 - d. Dining facilities for up to 25 people
 - e. Bathing facilities to equal one for every four adult residents

- f. Two staff restrooms
- g. Reception area
- h. Six private offices
- i. Four counseling rooms
- j. Two multi-purpose rooms
- k. Mechanical Room
- l. Full fire protection, alarms and sprinklers
- m. Three storage areas, kitchen supplies, operating supplies, resident's belongings
- n. Complete climate control
- o. Exterior recreational area
- p. Design must conform to all ADA requirements
- q. Single story
- r. Complete landscaping to compliment surrounding neighborhood
- s. Artist rendering of proposed facility (3 framed copies), sized appropriately

QUALIFICATIONS:

- 1. Demonstrate a thorough familiarity with CSI 3 part specifications format and ability to produce Project Manuals in that format, including the capability of enforcing consistency of specifications format from consultants contributing to the project manual.
- 2. Demonstrate credible record of delivering similar projects within budget.
- 3. Demonstrate credible record of delivering similar project services within schedule deadlines.
- 4. Demonstrate knowledge and experience in the areas of energy efficient design, life cycle costing analysis, indoor air quality issues and building and systems commissioning.
- 5. Demonstrate current registration to practice architecture in the State of Rhode Island.
- 6. Demonstrate a minimum of five (5) year's experience of working with computerized production of drawings and specifications.
- 7. Provide a list of new construction projects of similar design / use facilities that the firm has designed. Include the name of the project; it's location; general description of the services; name, address and phone number of the owner and it's representative; project budget; and the start and completion of the services provided. Highlight such work in state residential/treatment facilities and in the New England area.

LETTER OF INTEREST:

An original Letter of Interest (LOI) plus five (5) copies shall be mailed or delivered to the following address with the name and number of this LOI clearly marked on each:

DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES
ONE CAPITOL HILL, PROVIDENCE, RI 02908
ATTENTION: MR. PETER CORR, PURCHASING AGENT

The Letter of Interest shall contain:

Executive Summary

The executive summary is intended to highlight the contents of the LOI and to provide evaluators with a broad understanding of the firm's technical approach and ability.

Architects Organization and Staffing

This section shall include identification of all staff and / or subcontractor proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each as well as resumes, curricula vitae, or statements of prior experience and qualification.

Previous Experience and Background

This section shall include the following:

1. A comprehensive listing of similar projects undertaken and / or similar clients served, including a brief description of the projects.
2. A description of the business background of the Architect and all subcontractors proposed, including a description of their financial position.
3. Ability to meet the qualifications.

Ability to Meet Qualifications

This section shall include the Architects presentation on its ability to meet the qualifications listed above.

Forms

The LOI shall contain Forms No. 254 and No. 255